

COVID-19 – Third Party Premises/Activities COVID Secure Declaration Form

We are sending this declaration to you as we will be using your premises/services as part of our educational activities. Please read and sign this declaration confirming that COVID-19 Secure arrangements are in place and include:

Visitor safety

- Appropriate information relating to visitor safety on the site will be provided about the safety arrangements to follow on your premises
- Protocols are in place to ensure that visitors do not have COVID-19 symptoms or are required to isolate.
- Visitors are encouraged to participate in asymptomatic testing where appropriate.
- Contact records which comply with GDPR requirements are maintained for 21 days

Cleaning and disinfection

- Cleaning frequencies have been increased where required and frequently touched surfaces for example, door handles, light switches and work surfaces are cleaned and disinfected twice a day as a minimum.
- Equipment and furnishings are cleaned and disinfected between different users (this may include different school bubbles where it applies)
- Appropriate cleaning products are used, for example detergents and chlorine based disinfectants.

Social distancing and premises arrangements

- Arrangements are in place to keep our party separate from other visitors and visiting parties
- Staff will maintain 2m distance at all times
- Spaces and rooms are set out to support social distancing for everyone using the site and there are signs and markings in place encourage this
- Shared transit routes are wide enough to allow people to pass without close contact or one way systems are in operation
- Face coverings are worn where social distancing cannot be maintained and in line with legal requirements.

Hygiene measures

- Liquid soap, hand towels (or hand dryers) are provided for handwashing.
- Toilet facilities are marked to enable social distancing (queuing and for handwashing) and regularly cleaned.
- Hand washing and drying stocks are checked regularly and replenished.
- Hand sanitiser is provided at all appropriate points at the premises to encourage hand hygiene including at entrances and in all public areas.
- Tissues and waste bins are provided for use

Ventilation

- Mechanical ventilation systems are set to maximise fresh air flow
- Doors and windows are kept open where possible and safe (in premises with no fresh air mechanical ventilation systems).
- Where rooms cannot be adequately ventilated (naturally or mechanically), they have been taken out of use.



COVID-19 – Third Party Premises/Activities COVID Secure Declaration Form

- Where fire doors need to be kept open to support ventilation, alarm activated door openers have been installed to ensure fire safety is maintained

Staff

Arrangements are in place to ensure that staff:

- Have received appropriate instruction in all safe working practices.
- Go home immediately if they develop symptoms at work, no matter how mild
- Isolate in line with household isolation and tracing requirements.
- Obtain testing if they are symptomatic

Arrangements for if a person becomes symptomatic at the venue (staff or visitor)

- A well-ventilated room is provided if the person is unable to leave immediately.
- The room has tissues and a bin provided.
- The room used by the symptomatic person is cleaned and disinfected before next use

Asymptomatic testing and vaccine status

- Site staff are encouraged to participate in asymptomatic testing and vaccine programme.
- It is understood that existing control measures must continue to be put in place, regardless of testing or vaccination status.

Planning and information sharing

- Relevant information including visitor information and briefings have been shared with the Educational Setting in advance of the visit to enable effective planning to reduce the risk of transmission.
- Arrangements are in place to accept pre-visits where it is appropriate.

Compliance

- National guidance relating to premises and activities provided at the site are followed at all times.
- Risk assessed following government guidance and all required control measures have been put in place.

Overnight accommodation

- Guidance relating to hotels and other guest accommodation is followed at all times.
- Schools will be supported to limit bubble sizes to no more than 30 pupils
- The premises and activities are arranged so that integrity of school bubbles is not compromised.
- Sleeping accommodation has been assessed and includes:
 - o ensuring adequate ventilation,
 - o spacing between beds and groups of beds,
 - o the numbers in each room overnight will not exceed 6.
 - o Education staff will be provided with a bedroom for their sole use
- Cleaning and disinfection arrangements are enhanced in shared facilities.

Safe arrangements review

Arrangements are in place for the venue to update their arrangements in line with government guidance and normal safety arrangements review.

COVID-19 – Third Party Premises/Activities COVID Secure Declaration Form

I confirm that the premises is legally permitted to open (or has an exemption to open) and we have implemented all COVID-19 secure requirements, including those listed above and that I am authorised to sign this declaration on behalf of the organisation (with responsibility and authority for safety management at the venue e.g. Director or Senior Manager).

Premises name:	Whitlingham Adventure
Signature	M.Roper
Name	Mike Roper
Position	Head of Centres – Norfolk Outdoors
Date	25/05/21